

# Configuring a Check Capture Terminal

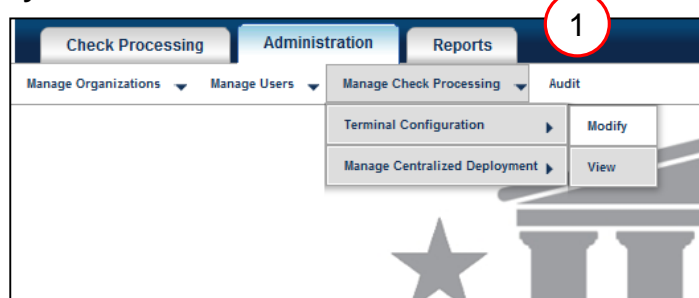
This Job Aid is set up to print on 11x17

In this job aid, you will learn how to configure a check capture terminal. Specifically, you will learn how to access terminal configuration, configure system, application and devices application, as well as establish a default OTC Endpoint.

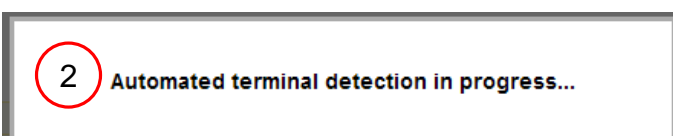
## Terminal Configuration – Online (Check Capture TerminalSettings)

To configure a check capture terminal, complete the following steps:

1. Click the **Administration** tab. From the **Manage Check Processing** menu, select **Terminal Configuration** and click **Modify**.



2. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress...* message.  
**Note: No action is required in this Step.**



When the *Automated terminal detection in progress...* message appears, the system reads the desktop settings and displays the appropriate information on the next page.

3. The *Step 2 of 4: Update the Terminal Configuration* page appears. Enter the system configuration.

### 3.1 Under **System Configuration**,

Set MVD/LVD Usage by, *optional*:

- Checking or unchecking **Personal Check** and/or **Non Personal** For Customer Present
- Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Not Present

**Firmware Upgrade** is an upgrade to the software that identifies the scanner to the computer, as they are available from OTCnet. This task can be configured to perform automatically at either application startup or batch close.

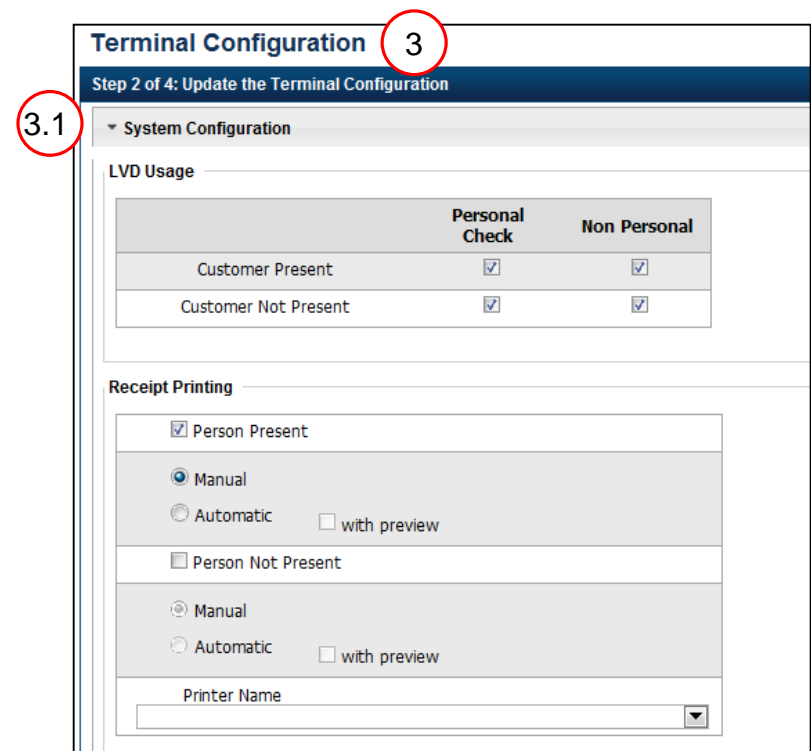
**Firmware Upgrades** are operation system (e.g. Vista, Windows 7, etc) and scanner (e.g. EC 7000i or Panini MyVision X, etc) specific.

Set **Receipt Printing** by, *optional*

- Checking **Person Present**
  - Click the **Manual** or **Automatic** radio button (Check **with preview**)
- Checking **Person Not Present**
  - Click the **Manual** or **Automatic** radio button (Check **with preview**)
- Select **Printer Name**, using drop-down menu

By default all four checkboxes (Personal and/or Non Personal checks and Customer Present and/or Customer Not Present) for (Local Verification Database) LVD Usage are checked and they are optional. If all of them not checked, then LVD verification feature is disabled.

Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. Click the appropriate box(es) if receipts are desired. Choosing **Manual** requires that the operator take additional steps to print the receipt. Choosing **Automatic** results in a receipt printout each time a transaction has been entered. Choosing **With Preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Person Present** and/or **Person Not Present** fields are clicked, the default setting is **Manual**.

A screenshot of the 'Terminal Configuration' page, Step 2 of 4: Update the Terminal Configuration. The 'System Configuration' section is expanded. Under 'LVD Usage', there are two tables. The first table has columns 'Personal Check' and 'Non Personal'. The second table has columns 'Customer Present' and 'Customer Not Present'. Both tables have checkboxes for 'Manual' and 'Automatic' options. A red circle with the number '3' is placed over the 'Terminal Configuration' title. A red circle with the number '3.1' is placed over the 'System Configuration' section header.

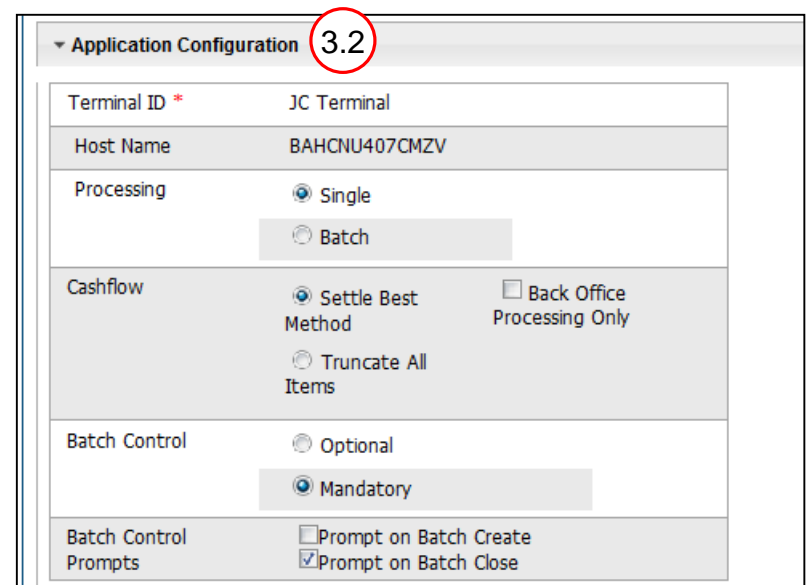
### 3.2 Under **Application Configuration**,

- Enter the **Terminal ID**

The **Terminal ID** field is available for data entry during initial setup. After the **Terminal ID** is assigned it is protected and cannot be changed.

The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

**Single** processing mode allows the user to scan only one check at a time. **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. **Batch** processing mode is only available for EC7000i, EC9000i, and all Panini scanners .

A screenshot of the 'Application Configuration' page. The 'Terminal ID' field is set to 'JC Terminal'. The 'Host Name' field is set to 'BAHCNU407CMZV'. The 'Processing' section has 'Single' selected. The 'Cashflow' section has 'Settle Best Method' selected. The 'Batch Control' section has 'Mandatory' selected. The 'Batch Control Prompts' section has 'Prompt on Batch Close' checked. A red circle with the number '3.2' is placed over the 'Application Configuration' section header.

# Configuring a Check Capture Terminal

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## Terminal Configuration - Online *Cont'd* (Check Capture Terminal Settings)

### 3.2 Under **Application Configuration (Cont'd)**,

- Select **Single** or **Batch** for Processing mode

Single processing mode allows the user to scan only one check at a time. Batch processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. Batch processing mode is only available for EC7000i, EC9000i, and all Panini scanners.

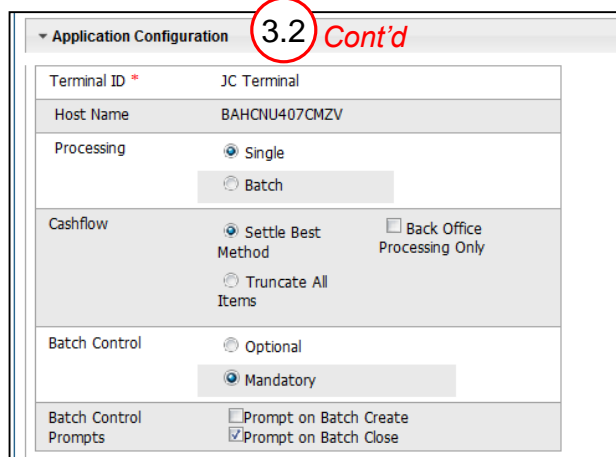
- Select **Settle Best Method** or **Truncate All Items** for Cashflow
  - Check **Back Office Processing Only**

The **Settle Best Method** is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non personal items on the Entry Screen. The **Back Office** Processing method should be used by agencies that receive payments in person, and then scan the checks at a later time in a controlled, back office environment. **Truncate All Items** represents only non-personal items are allowed (for all processing methods) on the Entry Screen.

- Select **Optional** or **Mandatory** for Batch Control

If the **Batch Control** is set to **Optional**, OTCnet prompts the user to use the batch control. If the **Batch Control** is set to **Mandatory**, OTCnet prompts for batch control totals.

- Click **Prompt on batch Create** and/or **Prompt on batch Close** for Batch control Prompts



### 3.3 Under **Devices Application**,

- Select the **Scanner** model, *required*  
**Scanner Types**

EC7000i	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
EC9000i	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
Panini MyVision X	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
Panini Vision X	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time)
Panini I: Deal	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time)

- Select **USB Port** or **Serial Port**, *required*
  - Select the Serial Port type
- Check **Franking Enabled**, *optional*

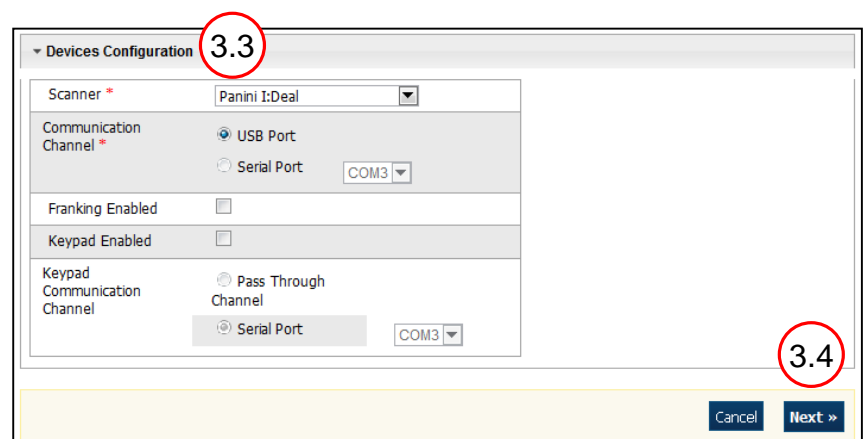
- Check **Keypad Enabled**, *optional*

The **Keypad Enabled** option is available when electing to use the optional Yes/No keypad. Enabling the keypad allows the check writer to confirm the transaction dollar amount via the keypad.

- Check **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel**, *if applicable, required*

If **Keypad Enabled** option is enabled, then **Pass Through Channel** or **Serial Port** is available for selection.

### 3.4 Click **Next**.

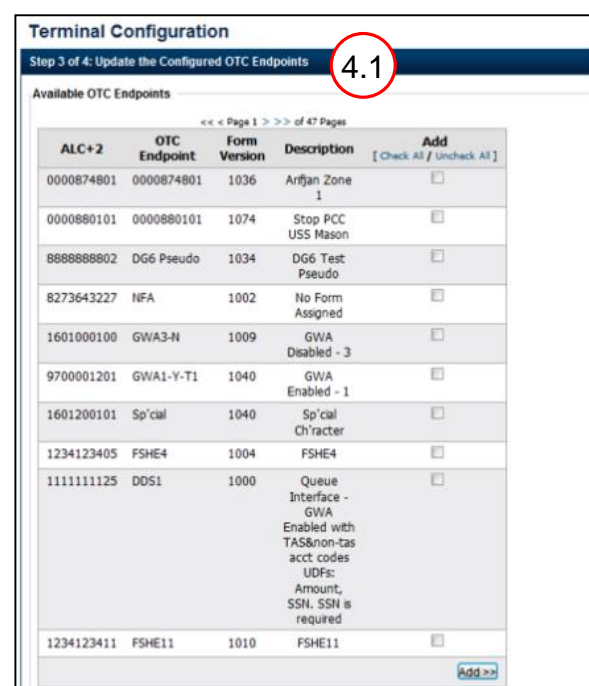


## 4. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears.

### 4.1 Under **Available OTC Endpoints**,

- Select the **OTC Endpoint(s)** you want to **Add** by checking the box(es) under the **Add** column, and click **Add**

The OTC Endpoints are permission based and are only visible to users with the appropriate permissions.



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## Terminal Configuration - Online *Cont'd* (Check Capture Terminal Settings)

- 4.2 Under **Configure OTC Endpoint**,
- Select a **Default OTC Endpoint**, *required*

Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Scan Check actions.

At least one **Default OTC Endpoint** is required per terminal.

Configured OTC Endpoints 4.2

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove
<input checked="" type="checkbox"/>	2223334401	TTHLL2	1009	Training Team Test Hierarchy Lower Level 2	<input type="checkbox"/>

Remove

< Previous

Cancel

Next >

5. The *Step 4 of 4: Review the Terminal Configuration* page appears.
- 5.1. Verify the Terminal Configuration is correct. Click **Edit** if you need to modify the information entered.
- 5.2 Click **Submit**.

A *Confirmation* page appears stating that that Terminal Configuration record has been updated.

Terminal Configuration 5

Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint Configuration

Edit 5.1

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
<input checked="" type="checkbox"/>	2223334401	TTHLL2	1009	Training Team Test Hierarchy Lower Level 2

Added OTC Endpoints

There are no new OTC Endpoints added

Removed OTC Endpoints

There are no OTC Endpoints Removed

System Configuration

Edit

LVD Usage

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Receipt Printing

Person Present	Manual
Person Not Present	None

Printer Name

Application Configuration

Edit

Terminal ID	JC Terminal
Host Name	BAHCNU407CMZV
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

Devices Configuration

Edit

Scanner	Panini I:Deal
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

5.2

< Previous

Cancel

Submit

**NOTE:** This job aid is not intended to replace *Chapter 7 (Configuring Check Capture Settings)* of the OTCnet Administration Participant User Guide.